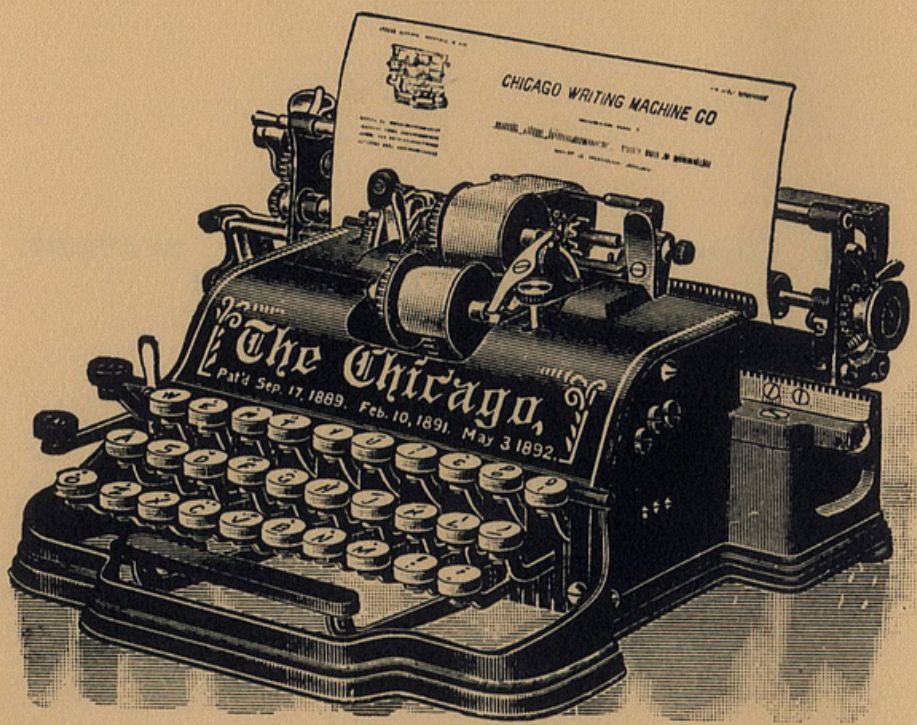
Instruction Book for the use of The Chicago Typewriter



General Office
Chicago, U.S.A.

The Chicago is not a lagging servant,
but a ***quick, live friend***

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CHICAGO WRITING MACHINE CO.
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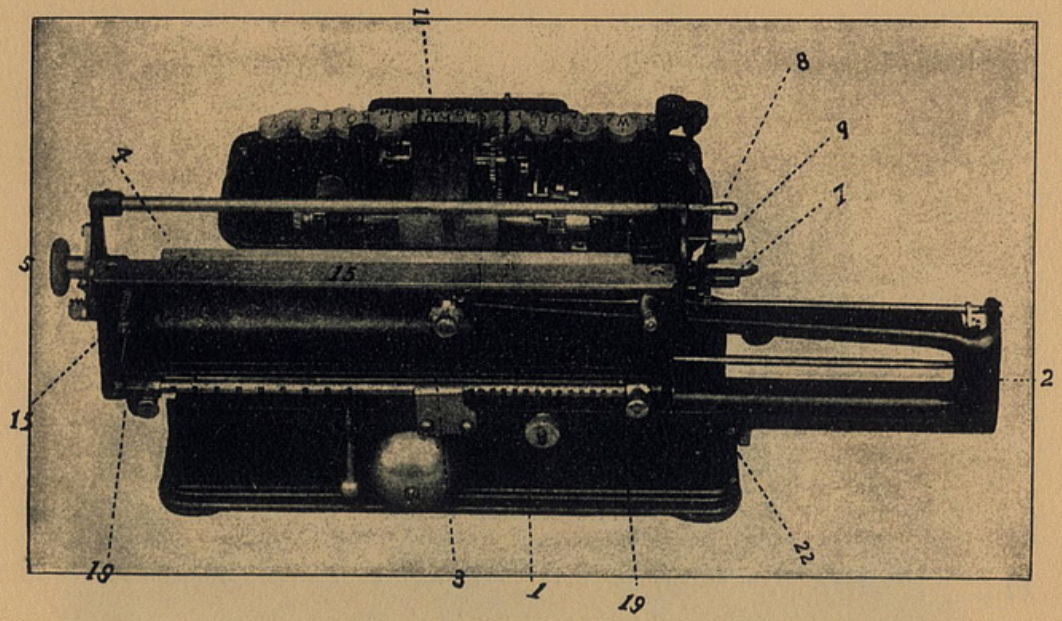
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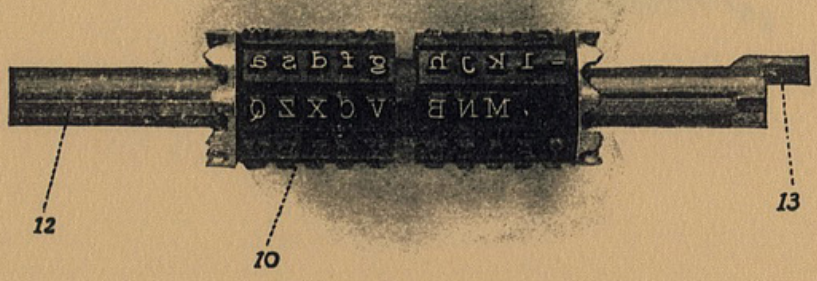
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DIRECTIONS

FOR THE
USE OF

THE CHICAGO

TYPEWRITER

No. 1. Clamp Nut—Holds hammer extension arm in position after it has been pulled out to its fullest extent.

No. 2. Extension Arm—Draws the impression hammer in position for printing. Is located at back of machine, one part sliding under the carriage, and the other just under large paper feed roller.

No. 3. Hammer Head—Throws the paper against typewheel to make impression.

No. 4. Large Paper Feed Roller—Feeds paper through the machine.

No. 5. Paper Feed Roller Knob—For turning paper up or down without use of line spacer, also for handling ruled paper when writing on lines.

No. 6. Paper Feed Roller Pawl—To engage large gear wheel when spacing.

No. 7. Line Spacer—To space paper from line to line.

No. 8. Line Spacer Handle—To rest thumb on when drawing forward Figure 7 in spacing lines.

No. 9. Line Spacer Regulator--Regulates width of space between lines.

No. 10. Typewheel--Carrying 90 different characters.

No. 11. Ribbon Spools--Carry the ribbon.

No. 12. Typewheel Shaft--Carries the typewheel.

No. 13. Typewheel Shaft Pin—Goes in notch of small rotation gear and turns typewheel shaft.

No. 14. Pointer—Points directly to spot where letter is to be printed.

No. 15. Erasing Plate--To sustain paper when erasures or alterations are made.

No. 16. Carriage Release Lever—To detach carriage from escapement that it may move sideways in either direction without use of "word spacer" or keys. Never touch without having left hand on carriage.

No. 17. Ribbon Switch--To reverse direction of ribbon.

No. 18. Key Tension—Regulates tension of spring on keys. Not shown in cut; is located just under the point marked thus: X.

No. 19. Marginal Regulator—Regulates margin on either side of printed page.

No. 20. Shift Key Levers—To rotate wheel three to six-ninths independent of touch key.

No. 21. Shift Key Lock--Locks down Capital or Figure key when desirous of writing all capitals, or doing tabulated work.

No. 22. Carriage Main Spring Tension Knob--To increase or diminish pull of spring on carriage.

No. 23. Spring Catch—Holds right point center in place.

No. 24. Word Spacer—Makes spaces between words or moves the carriage step by step independent of touch keys.

To Operate Machine.

First, loosen clamp screw (fig. 1) at back of machine, and draw out extension arm (fig. 2) at left to its fullest extent. When in this position tighten clamp screw firmly. The hammer (fig. 3) will now be in position to print, and may be left so until you wish to replace machine in its case, when extension arm may be pushed back, thus enabling carriage and arm to come within compass of case.

To Insert Paper.

Pass sheet in from behind, beneath hammer, pushing it toward you until it engages squarely with rubber roller (fig. 4) then turn knob (fig. 5) on right of carriage from you until paper is in required position.

If paper is not in squarely it can be drawn into line by pulling on either side of paper, as occasion requires. Never try to straighten paper from bottom.

Paper feed roller is always easily moved in direction required to carry paper forward, but will not move backward without first freeing roller ratchet (fig. 6) at left of carriage from pawl or dog engaging line spacer (fig. 7); therefore, should it be necessary to carry paper backward for corrections, etc., you must first release roller ratchet by pressing small pawl or dog (fig. 6) with thumb of left hand against movable part of line spacer. This frees roller ratchet from pawl or dog, and it will then freely move backward or forward at will, carrying paper.

Special Feature for Inserting Envelopes.

Instead of inserting envelopes from behind, as in case of paper, better way is to insert from top, as follows:

Swing carriage back; then, with thumb of left hand, swing base of swinging part of carriage from you. This will cause nickel-plated scale and steel roller to stand away from rubber feed roll, so that you can drop envelope

which has long been desired by operators, and found in no other machine.

To Move Carriage Without Moving Spacer.

Place left hand against corresponding end of carriage and with right hand press on projecting button (fig. 16) at right of ribbon motion. This releases carriage and enables you to move it backward and forward with left hand, independently of other parts of machine. Never, however, press on button unless at same time you hold carriage with other hand, otherwise carriage will fly back with all force of main spring, to its possible damage.

Ribbon Motion.

The Chicago uses an inch-wide woven edge ribbon (made especially for this machine), wound upon permanent metal spools with which machine is fitted.

To Replace Spools. Spindles can only be inserted into the spool one way. In replacing spools see that gear end of spindles is to the left.

To Replace Ribbon on Machine. Remove typewheel and shaft, place spool on which ribbon is wound in front position, which is the one nearest operator, then pass ribbon under lower ribbon guide, which is just beneath typewheel, and spring shield away sufficient to allow it to go below it and over upper ribbon guide, which is above typewheel. Now place the other spool in rear position and hook end of ribbon on to pin in spool. Be sure ribbon is over upper and under lower ribbon guides, as it should not touch wheel.

The spools should always be kept in line with each other, though they may be moved sideways upon spindles, so as to present a different line of ribbon for type. By this means nearly all surface of ribbon may be brought into actual use.

As will be seen at a glance, the direction of ribbon motion is controlled by lever (fig. 17) at left of spools, and may be changed instantly at will of operator. Care should be taken to notice and change direction when end of ribbon is reached, otherwise the operator will be likely to pull ribbon off spools.

Varying Widths of Paper.

At rear of machine, on back notched rod of carriage, will be found two movable marginal regulators (fig. 19). These can be adjusted instantly to any width of line desired, by simply drawing out small button and pushing regulator to desired place and letting pin drop into notch. This will hold them firmly in position.

Hammer Heads.

An observing operator will perceive that the clearness and beauty of the print will depend upon the evenness of the impression, and one of the special features of The Chicago is the fact that, by the use of the different hammer heads, you can adapt the machine perfectly to the kind of work desired.

Each machine is fitted with a medium and a hard rubber hammer with five faces.

In ordinary writing use the medium rubber hammer head. When one point or face of star-shaped hammer head has become punctured by the period, turn another one of the five faces to printing side. If care is taken in this respect, the machine will turn out fine work.

Ribbon Shield

is used when writing on very thin paper, or to prevent smutting of last copy when manifolding.

To Remove the Shield. Just beneath hammer you will see a screw that fastens on shield. Unscrew it about three turns (being careful not to take clear out).

Lift off one corner, then the other from pins, with a screw driver. Then shield can be lifted up out of machine.

To Replace Shield. Push it down between typewheel and carriage, slipping corner over pins, first one, then the other, when slot in shield will go over screw, which will then be tightened.

Manifolding.

The best results are obtained by use of onion skin paper and cobweb carbon, with an extra backing sheet to prevent blurring last copy.

In operation do not be afraid to strike keys hard enough to carry impression through paper. Unlike bar machines, The Chicago is not likely to be injured in either mechanism or adjustment by hard work.

Mimeographing.

Clean type thoroughly, remove shield and ribbon, and use hard rubber hammer head.

Place wax sheet, with printing face down, on oil tissue or fibrous paper; upon this lay the silk cloth and fold over each side. A sheet of legal cap should be placed over this and top folded over about one inch to prevent unfolding of edges.

Put stencil in typewriter same as ordinary writing paper, with fibrous sheet toward typewheel, and write with a good firm touch. In line spacing it is best to take hold of top and center of stencil, drawing it gently upward while rolling stencil up by knob (fig. 5) on right hand end of carriage.

After taking stencil out of typewriter, unfold edges and separate fibrous paper from wax sheet, care being taken not to injure letters on wax sheet. Then proceed as directed by mimeograph instructions.

The Keyboard.

The keyboard of The Chicago contains thirty-two keys. Thirty of these are devoted to letters and characters, and two are shift keys, marked "Fig." and "Cap."

To depress any one of the keys will give you small or "lower case" letter to correspond with the one on key. When you desire a capital letter depress, with left hand, key marked "Cap." to its greatest depth; then, while holding it in position, strike the letter desired, care being taken to remove finger from letter struck before lifting it from "Cap." key. In same manner, by using "Fig." key you can get any figure or character desired. If at any time you find typewheel sticking against pins, it will be because you have lifted your finger from either "Fig." or "Cap." shift keys before taking it from letter key struck, or because typewheel shaft needs cleaning. Fig. 21 is a very simple shift key locking device to be used when you wish to use all capitals or figures.

Touch.

The touch of The Chicago is decidedly staccato.

If you press any key with a slow, legato movement, the hammer will fail to reach the letter; but strike the key with a quick, sharp blow, and the hammer goes flying to its destination.

While you must be sure to lift your finger from one key before striking another, yet this touch of The Chicago proves to be speediest and most elastic of all. We do not believe there is any other machine which, in the hands of the average operator, will compare in speed and ease of operation with The Chicago.

Directions for Oiling.

The Chicago to be at its best—like other fine machines—must be kept clean and well oiled; i. e., just enough, but not too much, oil. If machine is in constant use, typewheel should be cleaned with a brush, and type-

wheel shaft wiped with an oiled rag once a day, but do not oil stop pins which limit motion of typewheel. If these should stick simply clean them with benzine.

All bearing parts of various shafts, and particularly those of hammer rods with their connecting links, should be touched with a drop of oil occasionally; and "once in a great while" it will be well to look after bearings of escapement, carriage wheels, paper rollers, feed ratchets, and curved lever which moves typewheel. To get at latter you must remove ribbon spools.

Use wooden toothpick, or small oiler, to distribute oil, so as to avoid excess and consequent gumming.

Key Tension.

At back of main casting holding typewheel will be found a knurled head-screw (fig. 18) with an arrow stamped thereon; this can be better seen when carriage is moved to left to its fullest extent. Turn this screw in direction of arrow and it will tighten tension and the opposite way will lighten it, so that operators can regulate touch to their requirements.

Main Spring.

At left side of machine just underneath hammer extension, is a knurled knob (fig. 22) stamped with an arrow. All that is necessary to increase carriage tension is to turn knob in direction of arrow.

Special Points.

If typewheel sticks against pins at any time it is because typewheel shaft needs cleaning, or because you have failed to lift your finger from key struck before releasing shift key; or, in other words, you released shift key first, thus throwing a side-wise pressure of wheel against pins This is a fault common to beginners, but a little practice will enable you to avoid it.

Concentrated Efficiency

THAT IS THE KEY NOTE OF

The Chicago

Concentration of Keyboard.
Concentration of Mechanism.
CONCENTRATION OF PRICE.

1902

The only expansion over other machines is the exclusive good features, of which there are many. Our printed matter details them. Send for it, or send **$35** to-day for a machine on ten days' trial. If you are not satisfied we return your money. But we are sure of your satisfaction and if you have ever purchased $100 machines, you'll regret the $65 profit you gave the makers.

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85 Wendell St., Chicago, U. S. A.

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The Chicago No 3

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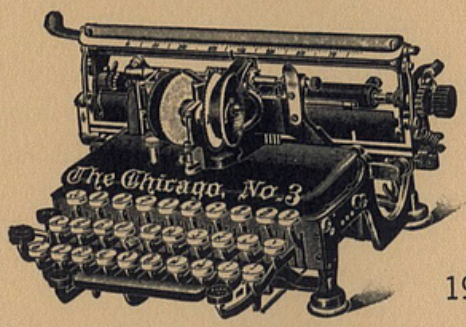

1903

The excellence of its work and the moderate price will commend it more than words.

Let its work speak for it!

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Chicago Typewriters

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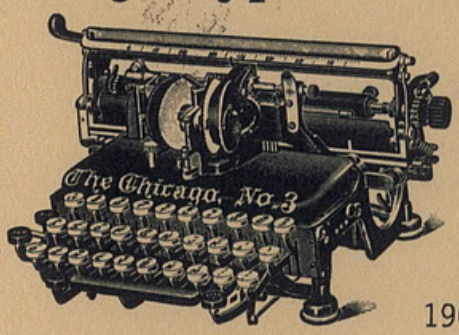

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Those who think they can afford it, pay the "advertised price." Those who are not sure, investigate and calculate the cost. For example: take a typewriter. $100 is the "standard price"—well advertised. Yet we all know there is not one hundred dollars worth of value in any machine *provided equal merit can be had at a less price.* Waste has no place in the scheme of success.

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The Chicago—$35

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The Chicago

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